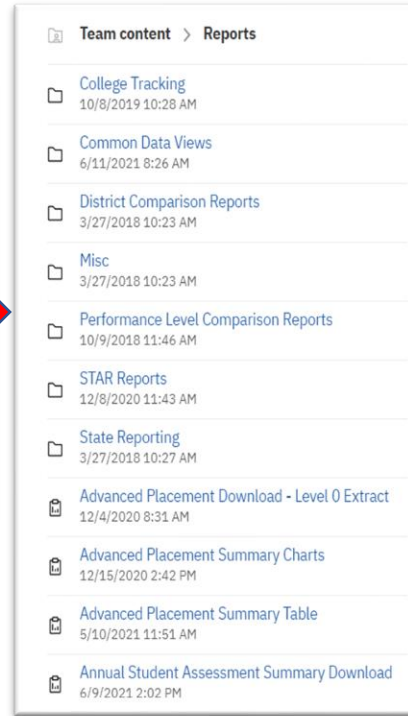
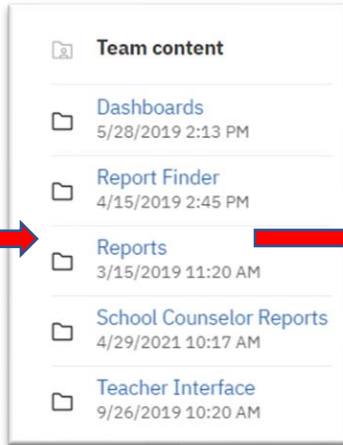
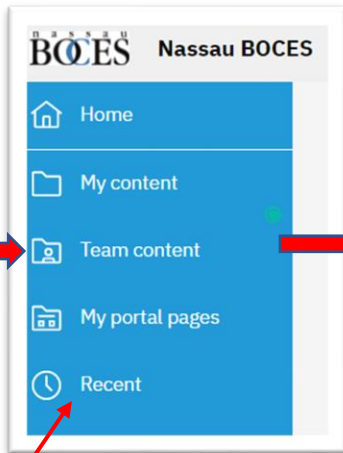


# IDW – Quick User Reference Guide for Public and Charter Schools

## Basic Report Navigation

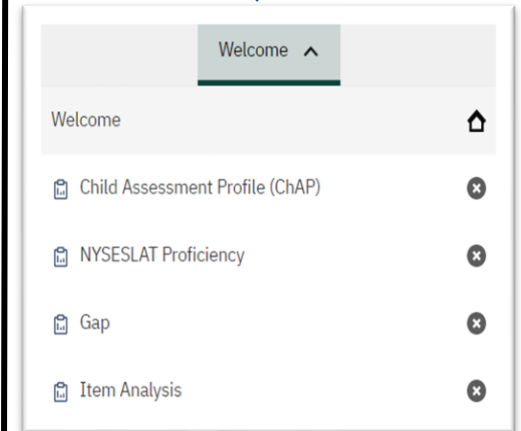
START at  
TEAM CONTENT



- How to Access IDW Reports:
3. Go to "Team Content"
  4. Select a Report or Dashboard folder
  5. Click on the desired report to run

## Open Report Navigation

The "Switcher" menu located in the top center of the screen is used to navigate between open reports.



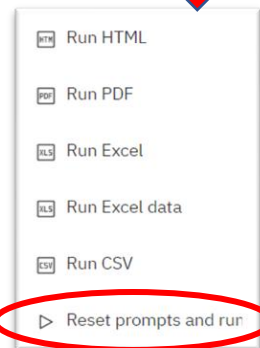
## Finding Recent Reports

Click here to go directly to reports you have recently accessed. The *Home* screen also displays recent reports.



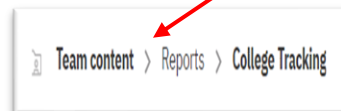
## Converting Reports

Convert reports to pdf or Excel from the *Run As* button.



## How Do I Go Back?

Navigate *Team Content* by using the "bread crumb trail" at the top to go back to a previous menu.



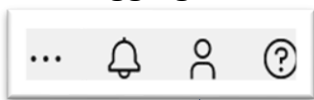
## Saving Reports

Within a report, click on the disk icon to save to *My Content*.



Save report as report view...

## Logging Off



Go here to sign out of the IDW.

## IDW Support

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